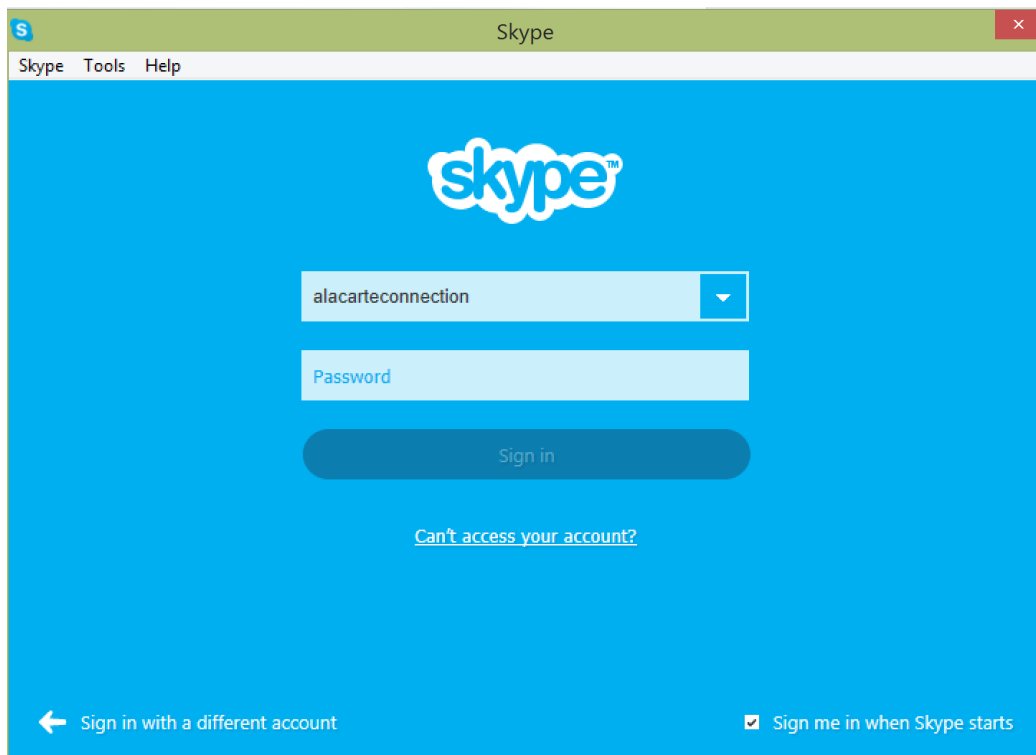
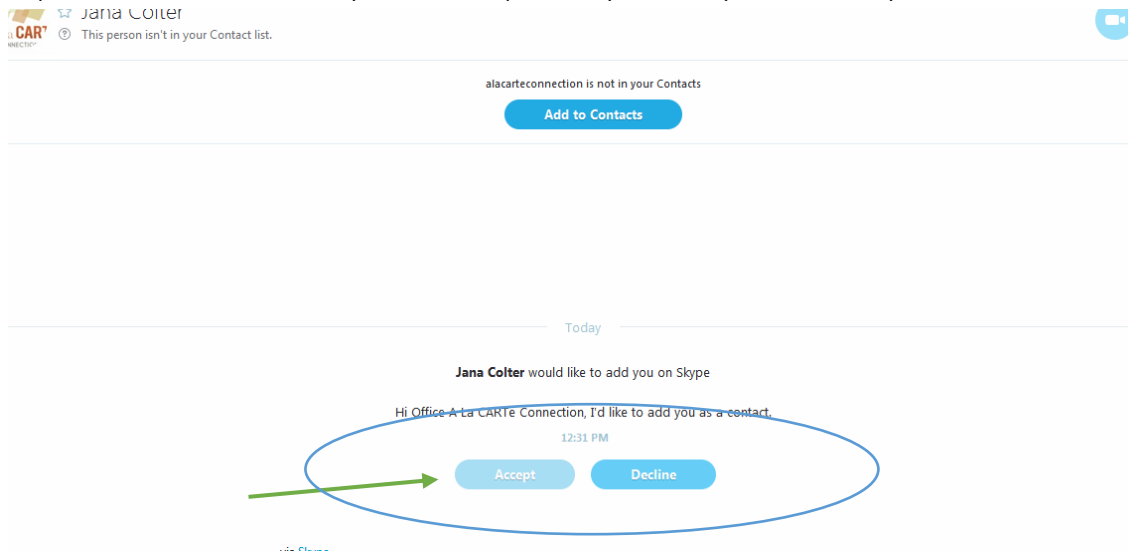


GUIDE TO USING SKYPE FOR REMOTE CART

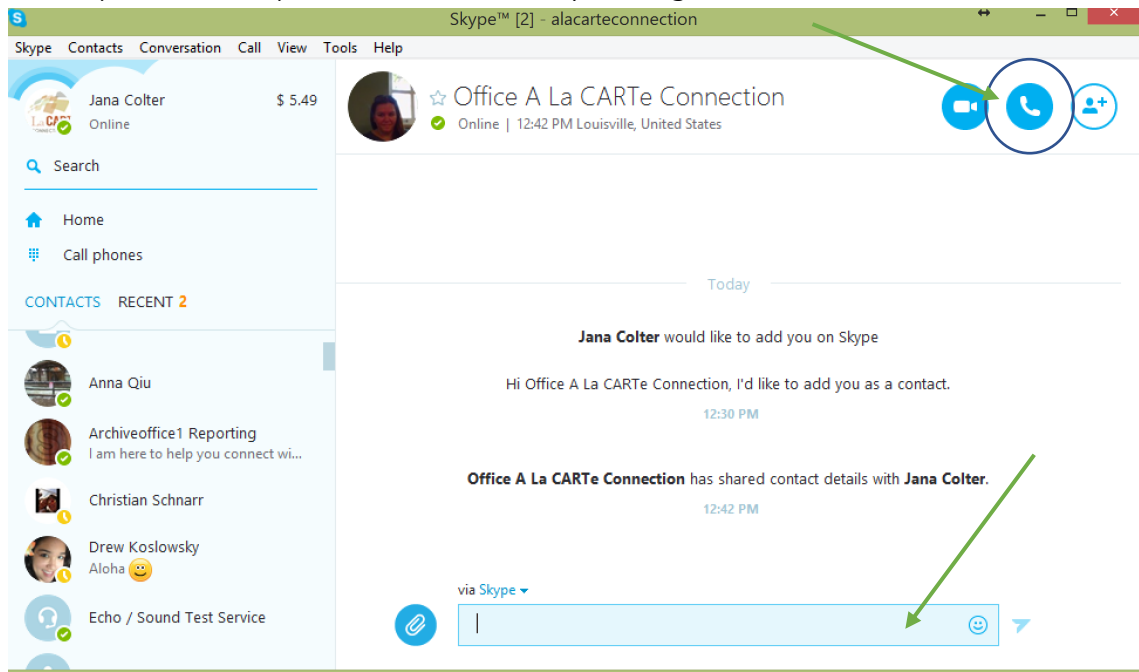
1. In order to use Skype you must have Skype downloaded on your computer and a Skype account.
 - a. **To download Skype on your computer you can go here:**
<http://www.Skype.com/en/download-Skype/Skype-for-computer/>
 - b. **To create a Skype account you'll need to sign up here:**
<https://login.Skype.com/account/signup-form>
2. Sign into Skype on your laptop using your Skype name and password.



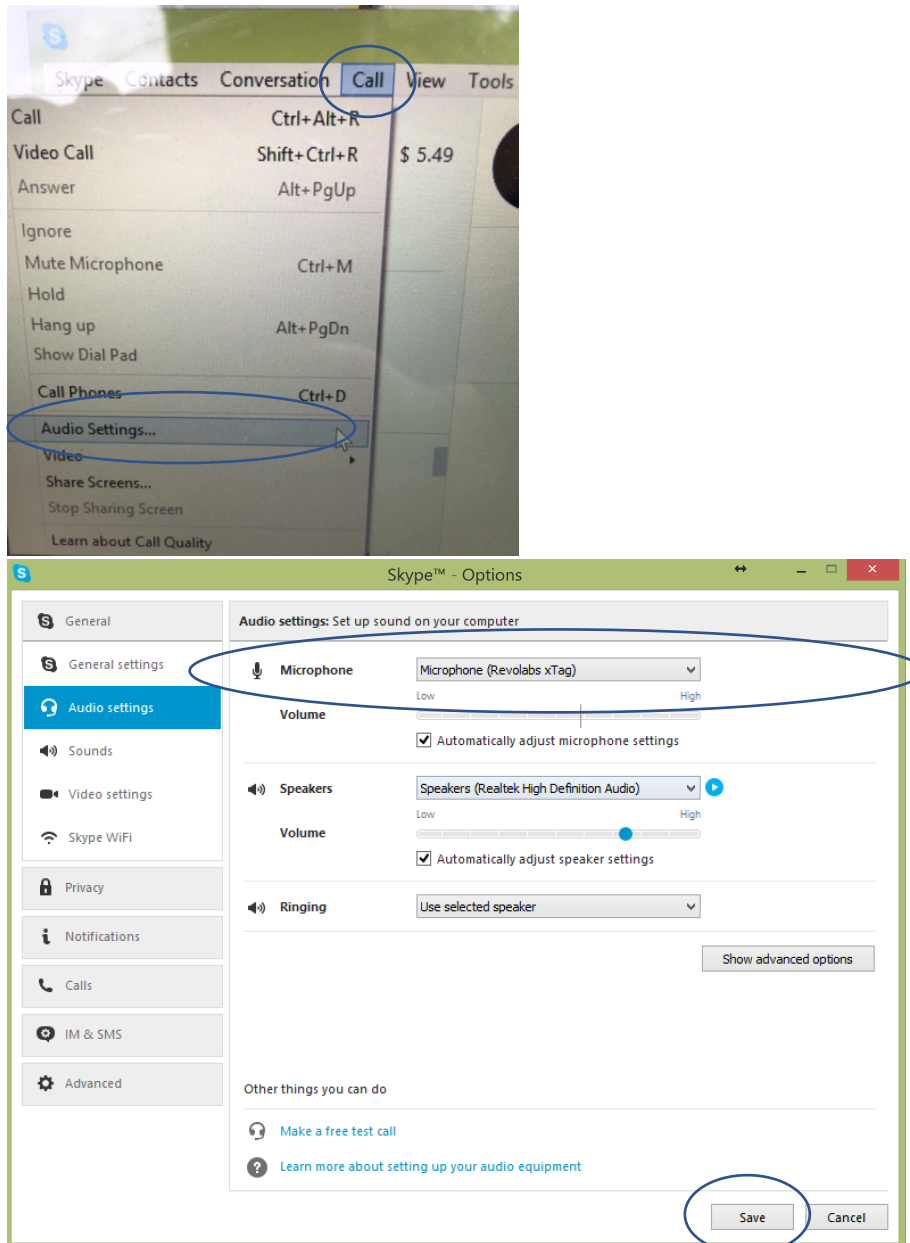
3. If you have a contact request from your captioner, please accept that.



4. After you've added this contact you may chat with your captioner, or call them when you are ready for them to start captioning.



5. Be sure that your external microphone is selected and working. To do this go to CALL and then AUDIO SETTINGS at the top menu.



6. Click Save.